

Volume No. 3 - Automated System Applications	TOPIC NO. 70335
Function No. 70300 - FAACS Online	TOPIC INQUIRY/ UPDATE
	DATE 9/1/93

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PROCEDURES

100 Overview

The purpose of this topic is to explain how the MASTER FILE may be accessed using the Inquiry Security Logon. While viewing MASTER FILE records, changes may be made just as they would be using the DATA ENTRY - CREATE TRANSACTION on the DATA ENTRY FILE Menu options (Refer to CAPP Topic No. 70325, "Data Entry.")

There are two options within this menu. You may view summary asset information which exists on the MASTER FILE for several assets, or you may view all of the detailed information contained in the MASTER FILE for one asset record. These details are included on the four asset screens in CAPP Topic No. 70325, Data Entry."

After viewing the asset information contained in the MASTER FILE, agencies may choose to use these Inquiry/Update modules to enter correcting data for an asset or may logoff and then logon on and use the Data Entry logon identification for making corrections using the DATA ENTRY - CREATE TRANSACTIONS on the DATA ENTRY FILE Menu options. In either case, the saved transactions will reside in the DATA ENTRY FILE pending processing at the end of the day.

101 Inquiry/Update Menu (FACM0300)

FACL0300	FIXED ASSET ACCOUNTING AND CONTROL SYSTEM	05/18/93
FACM0300	INQUIRY/UPDATE MAIN MENU	15:34:56
	PF KEY	
VIEW SUMMARY OF MASTER FILE	1	
VIEW UP/DATE DETAIL MASTER FILE INFORMATION	2	
RETURN TO FAACS MAIN MENU	12	
	PF	

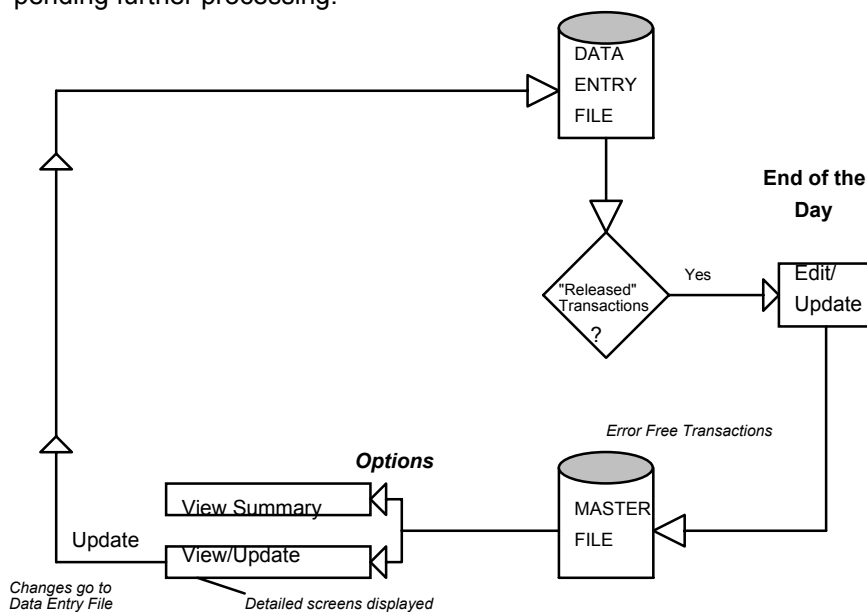
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PROCEDURES (Continued)

100 Overview (Continued)

102 Systems Flow Chart

The cycle is nearly identical whether changes are inserted to the asset screens accessed using the Inquiry/Update Logon or the Data Entry Logon. Changes are saved to the DATA ENTRY FILE pending further processing.



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PROCEDURES (Continued)

200 Inquiry/Update Screen Options

201 View Summary of Master File (FACM0310)

FACL0310		FIXED ASSET ACCOUNTING AND CONTROL SYSTEM					05/18/93
FACM0310		VIEW SUMMARY OF MASTER FILE					15:35:19
----- TRANS ID -----							
SEL	AGY	CAT	ID NUM	DESCRIPTION	ACQ DATE	DISP	FUND AMOUNT
	101	4	721000044	COMPUTER TERMINAL	19841001	T	
	101	4	721000045	COMPUTER PRINTER	19841001	T	
	101	4	721000305	WARMER	19780101	T	
	111	4	101000059	XEROX MACHINE COPIER	19780401		16625.00
	111	4	101000209	MACHINE STAMP	19780101		2311.50
	111	4	101000287	FIREARM	19780101		260.00
	111	4	101000289	FIREARM	19780101		260.00
	111	4	101000290	FIREARM	19780101		260.00
	111	4	101000303	REFRIGERATOR FREEZER	19780101		2500.00
	111	4	101000304	ICE MACHINE	19780101		4010.00
	121	4	101000001	BOOKCASE CREDENZA TRAD	19770101		
	121	4	101000002	DESK EXEC CHIPP	19770101		
	121	4	101000003	CHAIR EXEC CHIPP GRAY	19770101		
	121	4	101000004	CHAIR CHIP HI BACK STRIPE	19770101		
PF5 = START READ, PF6 = NEXT, PF7 = PREVIOUS, PF10 = CLEAR, PF11 = DETAIL, PF12 = MENU							PF

Instructions:

The summary data appears in ascending order by:

- TRANS ID or Asset Code,
- Agency Number,
- Category Number and
- Identification Number.

For any asset listed, you may view detailed asset information by selecting PF 11 (Refer to Subsection 202, "View/Update Detail Master File Information.")

To begin, press PF 5. All agency assets are displayed in ascending order by TRANS ID. The Description, Acquisition Date, Disposal Code, and Fund Amount data element fields are displayed. On this screen, PF5 start read may be used without indicating key field data. This option allows users to access and scroll through the Master File.

To view details of an asset, insert an X in the first column under SEL (Select) and press PF 11. The first screen of 4 asset screens will be displayed. (Refer to Subsection 202, "View/Update Detail Master File Information.")

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PROCEDURES (Continued)

200 Inquiry/Update Screen Options (Continued)

202 View/Update Detail Master File Information (FACM0300)

FACL0320	FIXED ASSET ACCOUNTING AND CONTROL SYSTEM					05/17/93
FACM0300	VIEW/UPDATE DETAIL MASTER FILE INFORMATION					15:35:51
AGENCY: 101		ASSET CAT: 4		ID: 721000044	ACTION: 3	STATUS: R
DESC LINE 1: COMPUTER TERMINAL			DESC LINE 2:			
DESC LINE 3:			DESC LINE 4:			
BLDG ID	FIPS	WING	FLOOR	ROOM	RES POSITION	RESPONSIBLE DESCRIPTION
0005	145	RE	02	00134	00016	TREATMENT PROG SUPERVISOR
ACQ BASIS	AVAIL CODE	ACQ MET	OWN STAT	COND	TAG	CONT IND
E	U	P	A	O	Y	100
ACQ DATE	SURPLUSDATE	NOMENCLATURE		USEFUL LIFE	VENDOR ID	
10011984		07410004500		007		
AGY LIST NUM	VOUCHER	P O NUM	FFY	FFM	QUANTITY	LAST INV DATE
			85	04	000001	07011989
PF3 = UPDATE PF5 = VIEW PF7 = SCRNR 2 PF8 = SCRNR 3 PF9 = SCRNR PF12 = MENU PF						

Instructions:

- Enter the FAACS Key of the asset to be viewed. Select PF 5. The detail screens for the asset will be displayed, starting with Screen 1. The screen numbers are: FACM0300, FACM0321, FACM0322, and FACM0323.
- Move through the screens by selecting the appropriate PF keys.
- If a change transaction is to be generated from this option, select PF 3 to unprotect the fields. Make the changes to the appropriate fields and select PF 3 to Update (save). If error messages appear, resolve the errors before going to the next screen. To save changes made when error messages have not been completely resolved, change the STATUS field to Incomplete on the appropriate screen and select PF 3 to Update.
- When screen error messages have been resolved and PF 3 is selected, the data is sent to the DATA ENTRY FILE to await processing at the end of the day. Do not forget to change status back from I to H or R on these screens affected.

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SUBJECT CROSS REFERENCE

CAPP Topic No. 70325, "Data Entry"